COURT SERVICES AND OFFENDER SUPERVISION AGENCY FOR THE DISTRICT OF COLUMBIA







A MONTHLY PUBLICATION OF CSOSA

Volume 3, Issue 1 January 31, 2003

Voice of the Director



Paul A. Quander, Jr.

Not so long ago, business operations involved typewriters and carbon paper, rotary telephones, spreadsheets on ledgers, adding machines with pull handles, mechanical cash registers and Dictaphones.

Community supervision was conducted by parole and probation officers and documented by long hand in 'field books'. Supervision officers spent countless hours waiting in court, couriering paperwork from place to place and crisscrossing the city to conduct field visits.

Fortunately, most of that has changed. Technology has provided us with computers and software to address most of our information management needs. Cellular telephones and e-mail have improved our ability to communicate with each other and our offender population, electronic monitoring added a new tool in our arsenal of supervision options and teleconferencing eliminated the need to travel for some hearings. Still, Community Supervision Officers continue to express a desire for greater mobility, access to case information from the field and a wider range of supervision and sanction options, especially of our high-risk offenders.

The technology to meet all of those requests is currently available. One of my goals for 2003 is to expand CSOSA's use of technol-

ogy to improve our business operations. One such initiative already underway is our Agency Telecommuting Program, which allows CSOs and other employees to work from home all or part of a day to complete work that does not require their physical presence in the office. Approximately 50 employees currently participate in the program, nearly one-third of who work in the Diagnostic Unit. Response to the program has been positive with staff and managers reporting equal if not greater productivity during telecommuting periods. Additional staff are being enrolled in the Telecommuting Program each month and we expect to implement the program agency-wide by July.

Another promising technology currently being tested for use in CSOSA is Global Positioning System (GPS) satellite navigation. GPS satellites orbit above the earth and transmit specially coded signals that are processed by a GPS receiver that records date and time, location and speed of movement. GPS signals transmit to any position on the planet, in any weather, at any time. Originally developed by the Defense Department for military purposes, GPS technology has found many civilian uses including the navigation system in newer cars. CSOSA is exploring the use of GPS technology to monitor the movement of high-risk offenders. Specifically, the technology would allow CSOs to establish curfew conditions and

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- Learn how one SCSO is achieving success in supervision compliance
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CSOSA's Mission Statement

The mission of the Court Services and Offender Supervision Agency for the District of Columbia is to increase public safety, prevent crime, reduce recidivism, and support the fair administration of justice in close collaboration with the community. The Agency will enhance decision-making and provide effective community supervision, thereby ensuring public confidence in the criminal justice system.

CSOSA Events



HATS OFF TO MPD POLICE OFFICERS: CSOSA STAFF HOST A FIFTH DISTRICT PARTNERSHIP PARTY

Submitted by Denetra T. Frye, Community Supervision Officer Branch IIA, Team 17

As part of the Community Justice Partnerships project launched in 1988, Community Supervision Officers and Metropolitan Police Department staff routinely share information and work cooperatively to increase offender accountability and improve public safety. One major aspect of this initiative involves face-to-face field contacts with offenders conducted jointly by a CSO and an MPD Officer, otherwise known as Accountability Tours.

Unfortunately, some of my team members and I began experiencing some difficulty getting the MPD officers in our Police Service Areas (PSAs) to take us out on Accountability Tours. In an effort to correct this problem, I thought that opportunities to network with the officers would be a good idea. Therefore, I proposed to my supervisor, Warren Leggett, that we have a "5D Partnership Party". He referred me to Community Relations Specialist, Greg Thomas who thought it was an excellent idea. Not only did Greg give us the go-ahead, but he also helped out by getting permission from MPD to use their community room and by passing out the invitations to the officers.

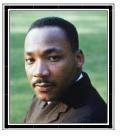
On Thursday, December 19, 2002, CSOs from General Supervision Branch IIA on Teams 17 and 4 (those CSOs who were supervising offenders living in the 5th District) joined in on an unprecedented celebration to show appreciation for the 5D officers and to help strength the MPD/CSOSA partnership. Captain Carolyn Owens of MPD, CSOSA's Deputy Director, Adrienne Poteat, Branch Chief Valerie Collins and Supervisory Community Supervision Officer Warren Leggett were also in attendance.

Overall, the event was a huge success and I am extremely proud of the efforts that were made on behalf of MPD and CSOSA. I personally met over a dozen officers and developed positive working relationships with Lieutenant Renato Caldwell and Officer C. Jackson, Jr. of PSA 511. Many of my colleagues who participated had the same success. I challenge any other teams that may need to improve the partnership with their PSA officers to consider this forum as an opportunity to do so.

Sincere gratitude to SCSO Warren Legget, Community Relations Specialist Greg Thomas and all others who made this wonderful event possible.

CSOSA CELEBRATES THE LIFE AND LEGACY OF DR. MARTIN LUTHER KING JR.

Submitted By Erika N. Evans, Office of the Associate Director Community Supervision Services



On January 15, 1929, Martin Luther King, Jr., was born, destined to make our world a greater and more noble one. A minister, civil rights leader, intellectual, social reformer, author, recipient of countless accolades and awards, winner of the 1964 Nobel Peace Prize, parent, and charismatic leader seeking peace in the volatile

social transformation that took place in America during the 1950's and 1960's - Dr. King changed the way our country viewed and treated a portion of its citizens, who were historically faced with racist, restrictive laws as part of their daily living. Throughout his all too brief life, he often confronted powerful and even violent opposition, sacrificing his liberty, his personal safety, and, ultimately, his life for the cause of freedom. Though an assassin's bullet silenced him forever at the young age of 39, Dr. King's words and deeds continue to live on within each of us and we, the inheritors of the fundamental rights he helped to secure, are forever grateful for his legacy.

Encouraged by the significant work accomplished by one of our nation's most revered community servants, CSOSA's Special Observances Committee hosted its annual celebration of the life and legacy of Dr. Martin Luther King Jr. on January 15, 2003. The highlight of the program was a pro-



The Honorable Judge Inez Smith-Reid

foundly moving presentation entitled "Access to the Courts" delivered by this year's guest speaker, the Honorable Judge Inez Smith-Reid of the D.C. Criminal Court Division. Her remarks reflected on the principles of inclusiveness as espoused by Dr. King and stressed the importance of securing fair and equal access to the judicial system for all peoples. Judge Smith-Reid's presentation were both fitting and memorable and further challenged our minds and our hearts to consider all the

important work that there is still left to do in order to fulfill Dr. King's dream of breaking through the barriers of social injustice. (If you were unable to attend the program, you may visit the CSOSAWeb to view Judge Smith-Reid's presentation in its entirety.)

The program also included an enlightening reading by Associate Director of Community Supervision Services, Thomas H. Williams, a wonderful musical selection by Community Supervision Officer, Rodney Barnes and delicious ethnic food samplings. Among the special guest were the Honorable Jude Michael L. Rankin, of the D.C. Court of Appeals and members from the Faith-Based Community Cluster.

CSOSA's Special Observances Committee proudly presents

"THE SOULS OF BLACK FOLKS: CENTENNIAL REFLECTIONS"

Thursday, February 27, 2003 11:00 a.m. - 1:00 p.m.

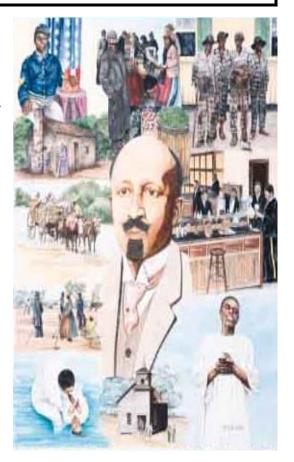
300 Indiana Avenue, NW Conference Room 2066 Washington, DC 20001

Guest Speaker:

STEVEN NEWSOME

Director of the Smithsonian Anacostia Museum for African American History and Culture

For more information, you may contact Committee Chairman Willie Hasson @ (202) 585-7485



MARK YOUR CALENDARS...



MARCH IS SOCIAL WORK MONTH

To honor this occasion, CSOSA will host a workshop entitled:

"Enhancing Your Professional Identity"

Tuesday, March 11, 2003 1230 Taylor Street, NW 9:00 a.m. - 11:00 a.m.

This event is open to all employees, particularly those who are trained Social Workers and Social Work Interns. Stay tuned to the **CSOSA Newslink** for updates and further details!

MASCA 2003 CELEBRATING 65 YEARS OF SERVICE AND LEADERSHIP IN CORRECTIONS

Middle Atlantic States Correctional Association 2003 Conference & Training Institute Atlantic City, New Jersey June 8-11, 2003

> "United we stand: Probation, Parole and Corrections as full partners in homeland security"

For registration information: www.corrections.com/masca

Office Updates

ANNOUNCING CELL PHONE TRAINING

Submitted by Kathleen Ferte, Director Office of Procurement

The Office of Procurement will present Nextel cell phone training in February and March of 2003. Sessions will be offered at



the various field offices, depending on the volume of requests from each location. These short 1-hour sessions will provide information on:

- Features and services available on your cell phone
- How to use the direct connect feature to contact your colleagues
- How to program your phone for efficient use
- How to request a second line for personal calls
- © Explanation of "dead spots" in D.C., and what is being done to eliminate them
- © CSOSA policy on official government use

To be notified of upcoming training sessions, please email your name and office location to Sheryl Wallace, Office of Procurement, Management and Administration. Upon confirmation of dates and times of the training sessions, you will be contacted for registration.







NEW REIMBURSEMENT RATES FOR PRIVATELY OWNED VEHICLES

Submitted by Danita Smith, Financial Specialist Office of Financial Management

Effective January 1, 2003, the rates for Privately Owned Vehicles (POVs) has decreased from 36.5 cents to .36 cents per mile. The mileage rates for motorcycles has decreased from 28.0 cents per mile to 27.5 cents per mile. The listing of past year's POV rates are as follows:

Effective January 1, 1995	\$0.30
Effective June 7, 1996	\$0.31
Effective September 8, 1998	\$0.325
Effective April, 1999	\$0.31
Effective January 14, 2000	\$0.325
Effective January 22, 2001	\$0.345
Effective 21, 2002	\$0.365

If you have any questions, you may contact Danita Smith in the Office of Financial Management @ (202) 220-5712.

BOTTLED WATER: WHO GETS IT AT GOVERNMENT EXPENSE AND WHY?

Submitted By Kathleen Ferte, Director Office of Procurement

I have received a few phone calls and e-mails questioning why CSOSA is not providing bottled water at CSOSA offices. To explain, Federal Appropriations Law prohibits the expenditure of Government funds for personal expenses. Comptroller General decisions distinguish between the use of Government funds to purchase items necessary to conduct official business versus items that primarily serve the personal needs of employees. We are authorized to use Government funds to purchase bottled water when:

- ✓ Drinking fountains are not available;
- ✓ Drinking fountains are not maintained in proper operating or clean condition; or
- ✓ Water quality tests reveal the drinking water to be unsafe for consumption;

For example, as CSOSA employees previously stationed in Building B can attest, water fountains were not maintained in a clean and functioning condition. Many of the staff located at our newest field office, 25 K Street, were previously located in Building B. So the fact that CSOSA no longer provides bottled water for their consumption has been an unpleasant change. CSOSA is not allowed to provide bottled water at 25 K Street because clean new water fountains are available and the water test results were well below the Environmental Protection Agency's "action" levels. Therefore, bottled water is not provided at 25 K Street.

As is done at many offices within CSOSA, employees may form "water clubs" and pay for the service. Should you have any questions regarding this issue, please contact me (202-220-5704), or Director of Facilities, Wikita Hoffman (202-220-5731) for further information.



HAPPY ANNIVERSARY TO CSOSA'S V.O.T.E.E, UNIT

Submitted by Antoinette Gorham, Vocational Development Specialist

The month of January marks the 1st anniversary of the Vocational Opportunities for Training, Education and Employment, better known as the V.O.T.E.E. Unit.

Staffed with highly professional and dedicated employees, some 8 staff persons consisting of learning lab and vocational development specialists are housed at the St. Luke Center (4923 East Capitol, SE), and the CSOSA field sites located at 25 K Street, NE and 1230 Taylor Street NW.

The V.O.T.E.E. Unit's central mission, as its name suggests, involves the provision of educational, vocational and employment opportunities to offenders referred to the program. Understanding the heavy workloads that Community Supervision Officers face. V.O.T.E.E. was assembled in an effort to shift responsibility of offender training and development to trained professionals.

Although considered to be the "new kids on the block", V.O.T.E.E. personnel approach their duties with a passion and commitment to

servicing their clients. V.O.T.E.E. staff members believe, that in a real sense, the successful re-entry of the offender is based in part upon the Unit's ability to impart work skills and training that will promote the offender's financial viability.

Currently, V.O.T.E.E. staff members participate in Mass Orientations, Community Service Orientations and Community Justice Advisory Network Meetings within the Agency and the community. These meetings are staged in an effort to extol the merits of the program and to familiarize stakeholders with the Unit's scope and purpose. V.O.T.E.E.

staff also meet regularly with Community Supervision Officers to ensure the fluidity of referrals and operations between the two divisions.

Over the last year, many ex-offenders have been assessed and placed in skilled jobs or training programs brokered by the V.O.T.E.E Unit. Since October 1, 2001 almost twelve hundred offenders have been referred to the V.O.T.E.E. Unit. Of these offenders referred, nearly one thousand were assessed and enrolled into various programs and services aimed at the promoting the offender's self-sufficiency.

> The V.O.T.E.E. Unit currently works closely with the Department of Employment Services, the Department of Vocational Rehabilitation Services, Southeastern University, and a host of many other private community base providers to arrange superior training and job placement for its clients. One of the Unit's goals in FY03 is to increase these partnerships in an effort to afford more educational, employment and vocational opportunities for offenders referred to the program.

V.O.T.E.E. staff currently consists of Melvena Boykins (Vocational Development Specialist), Groves (Vocational Development Specialist), Gene Antoinette Gorham (Vocational Development Specialist), Dana Lintz (Learning Lab Specialist), Phil Whatley (Learning Lab Specialist), Mariacristina Villamarin (Learning Lab Specialist), Sara Nebiveloul (Learning Lab Specialist) Latreasa Earley (Learning Lab Specialist) and Wil Parker, Program Manager.

Kudos goes out to the staff of the V.O.T.E.E. Unit for a job well done. We expect continued success in the coming years!!!

A SUCCESS STORY



SUCCESS IN SUPERVISION COMPLIANCE: HOW IT WORKS!!

Submitted by Supervisory Community Supervision Officer Gregory Harrison Branch IV, Team 15

Often times, Community Supervision Officers (CSOs) are in conflict with the following decisions required to assist offenders in maintaining supervision compliance:

- Do I reprimand the offender and to what extent?
- How long should I allow the offender to test positive?
- What drugs of use require more attention and the strictest of sanctions?

Sometimes, the offender wonders:

- Does anyone really understand or care about my "real" issues?
- Are the CSOs hearing what I'm saying to them or are they listening for what I'm not saying?
- Will my CSO's recommendation make a difference in the success or failure of my supervision?

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At all times, Supervisory Community Supervision Officers (SCSOs) are charged with the task of conducting accurate assessments, creating solid processes and evaluating or reevaluating decisions, with respect to the provision of service delivery. All CSOSA staff should be involved in a constant effort to define and re-define the strategies we employ to increase offender supervision successes. One way to measure offender success is by closely monitoring the number of violation reports submitted to SCSOs by CSOs. As such, the Traffic Alcohol Program (TAP) of Special Supervision Branch IV has been using this benchmark as an evaluative tool to help



measure assistance with offender successes. TAP implements a strategy of challenging its' CSOs to raise their standard of case management. However, understanding that raising an already high standard can be taxing, I have also raised my standard of providing supervisory assistance.

In an effort to assist TAP CSOs in decreasing the submission of violation reports, I have directed CSOs to refer all offenders in violation status to my weekly TAP sanctions group meetings (FOR TAP OFFENDERS ONLY). These groups have been held every Thursday, between the hours of 2:00 p.m. and 3:30 p.m. since September 26, 2002. Offenders report to the sanctions groups to address violations and/or the "real" issues they have encountered that may have lead to their noncompliant status. As the facilitator of the TAP sanctions group, I have familiarized and re-familiarized myself with the TAP offender population. This group has allowed us to open constructive and critical dialogue with an offender population not usually known to "trust" the gatekeepers of their parole/ probation successes. As a result of the sanction groups, TAP hopes to capture a greater understanding of the offender mindset and their propensity to disregard their probation obligations. Unfortunately, there are some offenders who will not conform to their probation obligations and as a result, TAP violates them accordingly. Nonetheless, we continue to encourage the offender to strive for excellence and social adaptation with the promotion of cognitive behavior therapy.

Additionally, TAP has adopted the theme that "Life offers but three responses/options to its problems: fight, flight, or cope." During the group sessions, offenders are required to categorize the handling of their issues in one of the response actions listed above. If I may add, the group conversations and revealed thought processes have been extremely interesting, to say the least. Through group dynamics and facilitator guidance, offenders are tasked to seek constructive alternatives to handling their concerns.

The sanctions groups have decreased the number of individual SCSO conferences, because offenders hear about the reinforce compliance expectations of the unit appear to be more apt to conform to their probation requirements. TAP CSOs have benefited tremendously from the sanctions groups as well. There has been an increase in offender trust as well as an increase in dialogue with the CSOs regarding problems that previously seemed taboo to discuss. Therefore. unit sanctions groups are highly recommended by the TAP Unit. The TAP Unit is proud to serve the offender population and create better alternatives for supervision success. If you are committed to the cause of increasing offender success, you may consider this question: Do you have the courage to address the "criminogenic" factors that contribute to offender non-compliance? The answer may be found in the number of violation reports submitted.

REMEMBER THE MISSION!!!

NEW EMPLOYEES FOR THE MONTH OF DECEMBER

Office of Community Supervision Services

Louise Duvivier Lamar Henderson Latreasa Earley Sara Nebiveloul

ONE YEAR ANNIVERSARY WITH CSOSA AS OF 12/31/02

Geraldine Bell Alexander Grammer Mark Collins Debra Kafami Antoinette Gorham Maryam Muhammad

Ai Van Phan

5 YEARS OF GOVERNMENT SERVICE

Lajuane Archible Marnice Carter Lajuan Hunder

10 YEARS OF GOVERNMENT SERVICE

Paul Brennan Neville Campbell-Adams Paula Lawson Sheleta Slye

15 YEARS OF GOVERNMENT SERVICE

Harriet Collins Kathleen Ferte Thressia Ingram Arvetta King Freda Savage

Congratulations to the CSOSA Family!



Health & Fitness

AVOIDING WORKPLACE STRESS Submitted by Kenya M. Gregory, J.D.

Office of the General Counsel



Since most of us are not independently wealthy, most of us must work. We work to pay our bills, to afford our homes and to drive our cars. But at the end of all of our work, it can at times, leave many of us with little energy and feeling unfulfilled and very stressed. Some of us work in professions that by their nature are a stress breeding ground (e.g.,

accountants, stock brokers, doctors, police officers, teachers, probation officers, lawyers, CEO's). Likewise, some of us work in atmospheres that are extremely stressful because of our colleagues or the overall cultural climate.

Recognizing the signs of workplace stress is very important to our overall health. Terry A. Beehr, Ph.D., Director of Ph. D. programs in industrial and organizational psychology at Central Michigan University in Mount Pleasant, says signs of workplace stress include:

- withdrawing from the job;
- and not showing up;
- coming in late;
- e leaving early;
- avoiding phone calls;
- so rise in blood pressure; and/or
- an increase in drinking

Whatever the case, the nature of the profession or work atmosphere, stress can have a depleting effect on our overall beings. You may ask, "what can we do to lower our workplace stress, particularly when we feel our stress level rising?" Communicate -- even if it means re-thinking our traditional behaviors. This means trying to openly resolve

conflicts at work, as well as seeking outside support from counselors, support groups or co-workers.

Exercise also plays a role, making the body stronger and more able to withstand stress. A simple exercise to control stress is relaxation training, such as yoga for 15 to 20 minutes during the day. While the demands of your job might not permit you to do a full workout during the day, sometimes something as simple as leaving the office and going outside for a walk can tremendously reduce your level of stress. Likewise, if you prefer not to go outside sometimes getting up from your desk and walking around the office can do a world of wonder. Other exercises that are useful in reducing stress while in the workplace are stretching exercises with your lower and upper body.

In addition to exercise, here are some additional attitude adjustments in our way of thinking that can also help to decrease or eliminate workplace stress:

- 1. Approach one challenging area of your work at a time.
- 2. Be committed to making things better for yourself and those around you.
- 3. Identify the things you can control and those you cannot.
- 4. Accept that changes will occur, and know that you will be able to deal with them.
- 5. Develop and call upon a support network to listen to you as needed.

Unfortunately, workplace stress is a condition that many of us deal with, but starting today we can control the impact of stress in our lives. By applying the tips above we can choose to improve our quality of life.



CALLING ALL WALKERS! Submitted by CSO Michael Johnson Branch III, Team 42

For all those interested, a walking group will meet on Tuesday February 25, 2003 at 1 p.m. (and every Tuesday thereafter) in front of 300 Indiana Avenue, NW. The group will walk as far as they can for 20 minutes then walk back.



Don't make anymore *excuses*, make *plans* to get in shape and reduce stress!

Contact CSO Michael Johnson @(202) 585-7389 if you have any questions.

The Howard University College of Dentistry Student Council will host its annual

DENTAL HEALTH FAIR

Clinical Dentistry

Saturday, February 22, 2003 600 W Street, NW Washington, DC 20059 9:00 a.m. - 3:00 p.m.

FREE Teeth Cleaning for adults and children Instructions in oral hygiene Oral cancer screening





Welcome aboard and congratulations to Community Supervision Services' "Diamonds in the Rough"

Secretary Levon Rice (Office of the Associate Director, CSS)

Secretary Carlitta Thorne (Office of the Deputy Associate Director, CSS)

Wishing you much success in your new professional endeavors, Erika Evans



The Office of Management & Administration would like to welcome back Director Wikita Hoffman after an extended period of sick leave

We missed you!



January Birthday



Happy birthday to my friends Leslie Combs, **Raquel Martinez & Dale Douglas** who all celebrated another wonderful birthday in the month of January

> From Michelle Pelzer Office of the Director

Branch IV, Team 15 would like to wish Community Supervision Officer Imari Niles (1/30) a very happy birthday!

Office of Information Technology **Birthdays**

Lan Tech Andrew Gordon (1/14) Acting Chief Technology Officer **David Stevenson** (1/14)

Happy birthday to Community Supervision Assistant Nicole Brown (1/17) May God continue to bless you!

> Love, Ma

Happy birthday to Administrative Aide Anne Phillip (1/19) Receptionist Marlo Blue (1/23)

> From Patricia Ford-Redd Office of Human Resources

Happy birthday to Community Supervision Clerk Vincent Swan (1/31) From the Anacostia Field Unit Teams 6,14 & 31

Management and Administration Extends warm birthday wishes to Teresa Heller (1/12)

Happy Birthday to **Dale Douglas** (1/6)Office of Facilities

Happy Birthday to **CSO Crystal Coleman** Love, Nicole Brown

(Continued from page 1)

restricted geographic areas or "red zones" for each offender. The GPS device would record an offender's physical travel in the community including specific data on curfew violations and the offender's presence in restricted areas. GPS represents the next generation in electronic monitoring in that eligible offenders will be able to move about the community while maintaining a level of accountability. Because GPS can collect location data 24 hours a day, it will allow for correlations between the locations of crime and offender movement, supporting our partnerships with local law enforcement agencies.

A working group has been established to study and test several GPS systems. Recommendations from the working group will be forwarded within the next few months, and I expect to implement a pilot GPS monitoring project by late spring.

In the one year since SMART was implemented, the Agency has overcome many challenges and implemented numerous changes to develop a user-friendly system that supports the needs of the CSOs, management and our criminal justice and law enforcement partners. While telecommuting has loosened the tie between CSOs and their field units, they remain completely dependent upon their desktop computers for critical data base information. Our next hurdle is to provide the data

contained in SMART to CSOs working in the field in a medium that is portable, convenient and easy to use. Our Office of Information Technology is diligently working to develop a system to allow CSOs access to the CSOSA intranet over a wireless network using laptop computers. Once operational, the system would allow a CSO access to SMART from the field to enter or retrieve information. Our IT and Security staff are working to resolve the remaining telecommunications and network security issues. I am excited about the potential that this new technology presents.

Your willingness to think creatively, communicate your concerns and offer suggestions is essential to moving CSOSA forward in the coming years. All suggestions are welcomed and will be taken seriously. Working together we can establish CSOSA at the vanguard of community corrections in the nation.

Happy New Year to you all!

- Director Paul A. Quander, Jr.

NEWSLINK QUOTE OF THE MONTH

"There is nothing more dangerous than to build a society, with a large segment of people in that society, who feel that they have no stake in it; who feel that they have nothing to lose. People who have a stake in their society, protect that society, but when they don't have it, they unconsciously want to destroy it."

- Dr. Martin Luther King, Jr.

A Note from the Editor:

This concludes another edition of the CSOSA NEWSLINK. Thanks to all those who continue to offer contributions to make this publication possible. If you would like to submit an article, have an announcement, or know of an event or topic you would like to see covered in future editions, please feel free to contact me.

Etika W. Evans Editor & Coordinator Voice: 202) 585-7356 Fax: (202) 585-7374



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